



Annual Performance Report Form

Facility Name: Concurrent Technologies Corporation

Performance Track ID #: A030016

Annual Performance Report #: 1

Reporting Year: 2001

Due Date: April 1, 2002

Section A

General Facility Information

To the extent possible, EPA will pre-complete items A.1-A.8 for you. Please ensure that the information in A.1-A.8 below is accurate, complete, and up to date. Please supply or revise any information as necessary and then check the box to the left of the item(s) to indicate where changes have been made. Items A.9 and A.10 cannot be pre-completed; please respond as directed in A.9 and A.10 below.

Did you make changes? If so, check box.

- A.1 ☐ Name of your facility: Concurrent Technologies Corporation
- A.2 ☐ Name of your parent company: Concurrent Technologies Corporation
- A.3 ☒ Facility contact person for the Performance Track program:
Name: Mr./Mrs./Ms./Dr. David A. Schario
Title: Executive Director, Environmental and Energy Technologies
Phone: 814-269-6465 Fax: 814-269-6847 E-mail: schario@ctc.com
- A.4 ☐ Facility's location: Concurrent Technologies Corporation
Street Address: 100 CTC Drive
Street Address (cont.):
City/State/Zip Code: Johnstown, PA 15904
- A.5 ☐ Facility's website address (if any):
- A.6 ☐ Number of employees (full-time equivalents) who currently work in the facility:
☐ Fewer than 50 ☐ 50 - 99 ☐ 100 - 499 ☒ 500 - 1000 ☐ More than 1000
- A.7 ☐ Does your company meet the Small Business Administration definition of a small business for your sector? ☐ Yes ☒ No
- A.8 ☐ North American Industrial Classification System (NAICS) Code(s) that are used to classify business at the facility: 541 _____
- A.9 ☐ In your application and, perhaps, in previous annual performance reports, you described what your facility does or makes. Have there been any (additional) changes to your facility's list of products and/or activities? If so, please list them in the space below. ☐ Yes ☒ No
- A.10 ☐ Please update the list of environmental requirements that apply to your facility. In the space below, indicate any changes that have taken place during this reporting period. If you have no changes to report, please write "No changes."
No Changes

Section B

Environmental Management System

B.1 Environmental Management System Assessment. Please summarize EMS assessments conducted *during the year*. Attach additional sheets as necessary.

a. Was an EMS audit or other assessment done by an independent third party?

☒ Yes ☐ No

If yes, please provide the *type* (e.g., ISO 14001 certification), the *scope*, and the *dates* (mo/yr) of each assessment.

ISO 14001 Surveillance Audits

Scope - The environmental management system of Concurrent Technologies Corporation associated with a national non-profit organization assisting federal and state government organizations, as well as, private sector, nationally and internally, in developing, demonstration and transitioning environmental, metal working and information technologies at Johnstown, PA, USA

Dates – 1/01 and 7/01, 01/02, 07/02

b. Was an internal or corporate EMS audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit.

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Dates – 3/01, 5/01, 9/01, and 11/01, 03/02, 05/02

c. Was a compliance audit conducted? ☒ Yes ☐ No

If yes, please provide the *scope* and the *dates* (mo/yr) of each audit, and indicate *who* conducted the audit(s) (e.g., facility staff, corporate groups, third party).

Last compliance audit was conducted 4/02. The audit was conducted by Concurrent Technologies Corporation's Pittsburgh, PA office. The audit consisted of a walk-through inspection to assure environmental, health and safety (EHS) compliance. An EHS records review was also conducted as part of the audit. Between compliance audits, monthly walk-through inspections are completed to assure environmental compliance and to identify continuous improvement opportunities

d. (Optional) If you would like to describe any other audits or inspections that were conducted at your facility, please do so here.

Yes

Environmental Technology Verification (ETV) audits conducted by the US Environmental Protection Agency. The overall objective of the ETV Coatings and Coating Equipment Program is to verify performance and pollution prevention characteristics of coatings technologies and to make testing results available to prospective users of coating technologies.

DEP Certification

The ETF Laboratory is Certified for the Analysis of Drinking Water Samples by the State of Pennsylvania. The laboratory must have trained, qualified personnel, undergo an inspection (usually every three years) by a PA DEP representative, and analyze unknown samples (at least annually) from an acceptable outside vendor.

Others include:

- ? Boiler Inspections
- ? Elevator Inspections
- ? Insurance Inspections

Section B

(continued)

B.1

e. Briefly summarize corrective actions taken and other improvements made as a result of your EMS assessments and compliance audits.

Chemical Management Program

? Total amount of bulk chemicals has been reduced by 17%, over the baseline. This has been accomplished by the continued use of established controls.

? A chemical tracking system and MSDS database will be completed to assist with inventory, tracking, and analyzing chemical purchasing, consumption, and disposition.

Recycling Program

? 59% of CTC's Solid Waste has been recycled. Including the following:

? 100% of aluminum cans recycled [1251 lbs.]

? 100% of plastic bottles recycled [1296 lbs.]

? 100% of scrap metal recycled from the MTF Machine Shop [3,529 lbs. recycled in FY01]

? 100% of mercury-containing products recycled – fluorescent bulbs, ballasts, thermostats [2,137 bulbs recycled since 6/22/00] [23 ballasts recycled in FY01]

? 100% of lead acid batteries recycled [29 lead acid recycled 1/12/01]

? Over 48 tons of office paper/cardboard has been recycled during FY01

? Established recycling programs for Ni-Cd and Alkaline batteries, no results to report yet

Energy Program

? 1.5% additional reduction in kWh in FY01

Contractor/Tenant Training

A process has been established to insure contractors/tenants are aware of and comply with CTC's standard environment, health, and safety procedures and programs.

System Improvement Request

A process has been established to allow all employees to identify System Improvements in regards to environment, health and safety issues. All requests are reviewed and appropriate actions are taken to ensure continuous improvement.

f. Has your facility corrected all instances of potential non-compliance and EMS non-conformance identified during your audits and other assessments?

☒ Yes ☐ No ☐ No such instances identified

If no, please explain your plans to correct these instances.

All items identified during external audits have been corrected. Only six (6) item remain open from internal audits. All open items have a plan of action for completion and will be completed within the next two months.

g. When was the last Senior Management review of your EMS completed? *mo/yr* 06/02

Who headed the review?

Name: Mr./Mrs./Ms./Dr. Melissa Rolla

Title: Director, Management Systems and Services

Section B

(continued)

B.2 ISO 14001 Certification. Is your facility currently certified to ISO 14001? ☒ Yes ☐ No

B.3 Environmental Aspects Identification. When did your facility last conduct a systematic identification and/or review of your environmental aspects? *mo/yr* 01/02

B.4 Progress Toward Achieving Objectives and Targets. In the table below, please provide a narrative summary of progress made toward EMS objectives and targets. **You may limit the summary to environmental aspects that are *significant* and towards which *progress* has been made during the *reporting year*.** In cases where progress relates specifically to a Performance Track performance commitment, complete the *Environmental Aspect* column, but in the *Progress* column simply refer to the performance commitment tables in Section C, i.e. "See Section C." Attach additional sheets as necessary.

<i>Environmental Aspect</i>	<i>Progress Made This Year</i> (e.g., quantitative or qualitative improvements, activities conducted)
Solid/Hazardous Wastes	Approximately 12 ton reduction in residual waste disposal for FY01 See section C for details
Energy Consumed/Conserved	Approximately 1.5% reduction in energy usage for FY01 See Section C for details

Chemical Usage	<p>CTC recognizes the safety, environmental and economic benefits of proactively controlling the purchase, storage, tracking and use of chemicals on the shop floor. The objective of this initiative is to further control and track the quantity and types of chemical purchases, continue to maintain controlled chemical storage at the ETF, and substitute select hazardous chemicals for less hazardous comparatives.</p> <p>The current objectives and targets for the chemical reduction program are as follows; to maintain current chemical program controls, which includes centralized storage areas, an approved chemical listing, and chemical purchasing procedures, to implement an internally developed chemical tracking software, and to implement a master MSDS file.</p> <p>There have been many results to date. The bulk chemical storage inventory has been reduced by an additional 4% in FY01. This brings the total amount of reduction to 17% since program inception). There have been many efforts to substitute environmentally friendly chemicals as appropriate. Alternative paint stripping methods to replace methly ethyl ketone have been evaluated. Altenative product for snow and ice melting have been tested to replace salt. Low VOC paints have been substituted for conventional paints were possible. Chemical management software has been evaluated and a formal MSDS/chemical tracking database has been recommended. The development of this database initiative is currently underway.</p>

Section C

Environmental Performance Commitments

Please use the tables on pages 6-9 to summarize your facility's environmental performance against your Performance Track performance commitments. Complete only those boxes related to the baseline, current year, and performance commitment. If any of the boxes have been pre-completed for you, please verify the information. If you find information that is incorrect, cross it out and write in the correct information. **Leave blank any columns for future reporting years.**

C.1

Performance Commitment 1

a. Use this table to report data related to your first performance commitment.

Category (see page 16 of the instructions): Energy Use

Aspect (see page 16 of the instructions): Total Energy Use

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	10,022,044	10,281,792			9,420,721 (optional)
<i>Measurement Units</i>	kWh				
<i>Normalizing Factor*</i>	1.0	1.04			(optional)
<i>Basis for your Normalizing Factor*</i>	Weather adjustment and number of employees vs HVAC energy usage				
<i>Normalized Quantity* (per year)</i>	10,022,044	9,886,338			9,420,721

*See pages 17-19 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Formula used was

number of employees x % HVAC energy usage + cooling degree days x % HVAC energy usage.

base Year 2000: $629(.189) + 472(.189) = 208$

Year 2001: $592(.186) + 573(.186) = 217$

normalizing factor $217/208 = 1.04$

Increase in usage due to weather adjustment. See below.

All other energy usage is unaffected by degree day changes and minor fluctuations in number of employees

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

Section C

(continued)

C.2 Performance Commitment 2

a. Use this table to report data related to your second performance commitment.

Category (see page 16 of the instructions): Waste					
Aspect (see page 16 of the instructions): Total Solid Waste (Office Trash)					
	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	98,950	94,700			(optional)
<i>Measurement Units</i>	lbs				
<i>Normalizing Factor*</i>	1.0	.98			(optional)
<i>Basis for your Normalizing Factor*</i>	Number of employees				
<i>Normalized Quantity* (per year)</i>	98,950	96,632			90,705
*See pages 17-19 of the instructions for more information					

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

An awareness program was instituted to educate employees on types of material to recycle. Recycling containers have been placed in various locations within the company for recycling. Program has been expanded from just paper products to also include scrap metal, batteries, plastic and glass bottles. Total waste produced was 219,996 pounds of which 125,296 pounds was recycled. 57% of waste was recycled. The goal of recycling an additional 50% equates to approximately 8,245 pound reduction per year.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

Section C

(continued)

C.3

Performance Commitment 3

a. Use this table to report data related to your third performance commitment.

Category (see page 16 of the instructions): Air Emissions

Aspect (see page 16 of the instructions): Emissions of VOCs

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	262	245			(optional)
<i>Measurement Units</i>	lbs				
<i>Normalizing Factor*</i>	1.0	1.0			(optional)
<i>Basis for your Normalizing Factor*</i>					
<i>Normalized Quantity* (per year)</i>	262	245			245

*See pages 17-19 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Use of as much low VOC materials as possible. Continually reviewing alternative coatings for substitution of the higher VOC materials

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

Section C

(continued)

C.4

Performance Commitment 4

a. Use this table to report data related to your fourth performance commitment.

Category (see page 16 of the instructions): Waste

Aspect (see page 16 of the instructions): Total Solid waste (Residual Waste)

	<i>Baseline (as stated in your application)</i>	<i>Year 1</i>	<i>Year 2</i>	<i>Year 3</i>	<i>Performance Commitment (the goal stated in your application)</i>
<i>Calendar Year</i>	2000	2001			2003
<i>Actual Quantity (per year)</i>	30	18			(optional)
<i>Measurement Units</i>	Tons				
<i>Normalizing Factor*</i>	1.0	.98			(optional)
<i>Basis for your Normalizing Factor*</i>	Number of employees				
<i>Normalized Quantity* (per year)</i>	30	18.4			28.5

*See pages 15-17 of the instructions for more information

b. Briefly describe how you achieved improvements for this aspect or, if relevant, any circumstances that delayed progress.

Increase in recycling where feasible and instituted chemical approval and tracking system to better control the chemical usage. This helped to reduce the amount of waste produced including chemicals considered residual waste. All waste from process areas is considered residual waste. The recycling of paper products and scrap metal has significantly decreased the amount of residual waste produced.

c. Please list any other EPA voluntary programs to which you are also reporting these data (e.g., Energy Star, Project XL).

Section D

Public Outreach and Performance Reporting

D.1

Please briefly summarize the public outreach and reporting activities that your facility has conducted during the year. Feel free, but not obligated, to attach supporting materials (e.g., meeting agendas, public announcements).

CTC is a research and development company. Activities are based on specific project requirement. Projects are awarded at various times during the year which limits our ability to inform the public of our activities. The projects usually involve limited quantities of material that would be of concern to the public. Due to the nature of our activities information is released if a request is received from the public.

CTC does have a working relationship with the Cambria County Local Emergency Planning Commission. One of our Environmental, Health and Safety Staff is a volunteer member on an as needed basis with the commission.

Local Fire department personnel have been given tours of our facilities so they will be familiar with hazards they may encounter when responding to a fire.

D.2

Please indicate which of the following methods your facility plans to use to make its Performance Track Annual Performance Report available to the public. Please check as many as are appropriate.

☒ Website (URL www.ctc.com)

☐ Open House

☐ Meetings

☐ Press Releases

☐ Community Advisory Panel

☒ Other Available to public upon request

Section E

On behalf of _____,
(name of my facility)

I certify that

- ◆ I have read and agree to the terms and conditions specified in *the National Environmental Performance Track Program Guide*. This facility, to the best of my knowledge, continues to meet all program criteria;
- ◆ I have personally examined and am familiar with the information contained in this Annual Performance Report. The information contained in this report is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete;
- ◆ My facility has an environmental management system (EMS), as defined in the Performance Track EMS criteria, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;
- ◆ My facility has conducted an objective assessment of its compliance with all applicable federal, state, tribal, and local environmental requirements; and the facility has corrected all identified instances of potential or actual noncompliance; and
- ◆ Based on the foregoing compliance assessments and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Performance Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior manager with responsibility for the facility and am fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is part of the National Environmental Performance Track program.

Signature/Date _____

Printed Name Mr./Mrs./Ms./Dr. _____

Title _____

Phone Number/E-mail Address _____

Facility Name _____

Facility Street Address _____

Performance Track Identification Number _____

Paperwork Reduction Act Notice

The public reporting and recordkeeping burden for this collection of information is estimated to average 188 hours per respondent annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.